



**Job Specification**

**Job Title: Supply Manager**  
**BCAT Code: 505X BG**  
**Pay Grade: G13**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Supervises the University's storage facilities, ensuring that materials and equipment are available when needed.

**Examples of Duties**

- Determines inventory set points for items maintained in inventory.
- Processes request for supplies and equipment and maintains physical inventory.
- Assists in receiving, inspecting, and processing materials purchased by the university; maintains records of stock levels.
- Performs regular administrative duties such as preparing reports, annual budgets, hiring, personnel, etc.
- Completes daily inventory reports and other reports as needed.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of State of Georgia/University System guidelines for the purchase and maintenance of supplies and equipment.
- Ability to lift up to 50 lbs.
- Ability to supervise others.
- Ability to operate a computerized inventory tracking system.

**Minimum GSU Hiring Standards**

High school diploma or GED and two years supervisory experience in a warehouse or storeroom; or a combination of education and experience. Experience with a computerized inventory tracking system required. Valid Georgia Driver's License.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*